

# Cumulative

## Index      January-December, 1966

### ADMINISTRATIVE skills

- Are you listening? John W. Hoskins. F p 22  
A confession betrayed. William J. Brown. Jl p 16  
The "effective" executive: what qualities make the difference? *Management Review*. F p 7  
Get an early start. Russell E. Bridges. My p 32  
How to provide leadership for church advance. James E. Frost. Jl p 14  
How to stick to an agenda in church council meetings. Allen W. Graves. Je p 36  
Seeing the whole picture. Craig Ratliff. D p 18  
A vacation conspiracy. Andrew M. Hall. Ag p 34  
Where the buck ends! Craig Skinner. D p 24  
**Communication**  
What kind of spokesman are you? Gomer R. Lesch. My p 10  
**Motivation**  
Are you doing things or ministering to people? William J. Beshears. Ap p 26  
Don't bury their talent . . . bank it! Carol Leff. D p 12  
How to develop responsible leaders. Craig Skinner. Jl p 20  
Motivating the volunteer worker. John H. Boyle. Jl p 22  
Motivation—an inside job. James E. Fitch. O p 22  
Why pastors get gray! Leland C. May. O p 35  
**Personal development**  
The care of miracles. Leora Wilber Houston. D p 15  
Good decision-makers aren't born that way. Elmer Leslie Gray. Mr p 4  
A grand memory for forgetting. Peggy Norton Rallason. F p 32  
How flexible are you? condensed from *Business Management*. Ag p 18  
Ideas on how to get ideas. W. C. Fields. Jl p 26  
"If at first you do not fail . . ." *Supervisory Management*. Jl p 38  
Ingenuity aids the program. Bob G. Fus-ton. Ap p 33  
Lugging that briefcase home again? Leonard E. Wedel. Mr p 6

Make tension work for you. Charles A. McGlon. My p 22

Make those meetings more worthwhile. Harold P. Zelko. Ja p 29

The power to see ourselves. *Harvard Business Review*. Mr p 12

Relaxation is an art. D p 20

The truth about being too busy. Harvey C. Roys, M.D. My p 30

Well red? or well read? A. Clark Scanlon. My p 29

Without education. L. T. Frederick. O p 39

### Supervision

Make those meetings pay off. B. Y. Auger. Ja p 28

Your image as a leader. R. Lofton Hudson. D p 16

### ARMSTRONG, D. Wade

For deacons: learning the art of cultivative witnessing. Ag p 8

### ASHCRAFT, J. Morris

The biblical concept and ministry of deacons. Mr p 27

### ATKINSON, Ralph C., Jr.

Revolution in the pulpit. Jl p 5

### AUDIO-VISUALS

Now hear this! Carolyn L. Tobias. Ap p 11

### AUGER, B. Y.

Make those meetings pay off. Ja p 28

### BADGER, David M.

Long-range planning: a way of life. Ag p 22

### BARK, George L.

Deacons are looking for a job. Ja p 35

BARRINGTON, Louise, and Frank, James We found a plan that fits our needs. N p 9

### BARRY, James C.

Kindergarten committees. S p 25

### BASS, Anita S.

How to bear up as a pastor's wife . . . and like it! Ja p 16

### BASS, Roy

Wanted: informed trustees. O p 25

### BATES, Richard E.

Brought your janitor up to date? Mr p 16

### BELL, A. Donald

A secretary's ministry of reconciliation. F p 30

What's new in group work? O p 15

### BESHEARS, William J.

Are you doing things or ministering to

people? Ap p 26

Frank opinions about deacon visitation.

Ag p 12

Presenting the plans to the church—we used church business meetings. Jl p 12

### BINGHAM, Robert E.

How to minister to people in apartments. D p 5

Is your church playing favorites? N p 29

### BLOSKAS, John D.

I am a beneficiary of the protection plan. Ap p 36

"I'm enjoying those retirement checks." Jl p 28

### BOLTON, Robert H.

Resolved: the pillar is a problem. Ap p 19

### BONHAM, Tal D.

Are you prepared for worship? N p 32

### BOOK reviews \*

### BOYD, Bob M.

Church committees need to know . . . how to report to the church. My p 20

### BOYLE, John H.

Motivating the volunteer worker. Jl p 22

### BRADLEY, Martin B.

Is the annual church letter bugging you? Ag p 24

### BRADLEY, Melvin A.

Frank opinions about deacon visitation. Ag p 12

### BRANDON, Tom S.

Rotate church committees? O p 23

### BRANTLEY, Rabun L.

Church leaders should know what Baptist colleges offer. Ag p 35

### BRIDGES, Russell E.

Get an early start. My p 32

### BROCKWELL, C. W., Jr.

Blessed is the treasurer. N p 28

For the pulpit committee: can you answer these questions? Ap p 27

How often should a church council meet? Je p 40

### BROWN, Richmond O.

Posters for 6¢ here's how. Ap p 9

Variety may be your answer. My p 18

### BROWN, William J.

A confession betrayed. Jl p 16

### BURRESS, Patsy

How to plan attractive historical displays. Jl p 36

### BUSINESS Management (condensed)

How flexible are you? Ag p 18

### CANTRELL, Roy

This church tried a different approach to revival visitation. My p 26

### CHANGING Times

How to write a job reference. F p 24

"You mean I'm the publicity chairman?"

Ap p 34

### CHURCH committees

Church committees need to know . . . how to report to the church. Bob M.

Boyd. My p 20

Committees need to know how to gather data. Ray Scroggins. Mr p 20

# Cumulative

## Index      January-December, 1966

### ADMINISTRATIVE skills

- Are you listening? John W. Hoskins. F p 22  
A confession betrayed. William J. Brown. Jl p 16  
The "effective" executive: what qualities make the difference? *Management Review*. F p 7  
Get an early start. Russell E. Bridges. My p 32  
How to provide leadership for church advance. James E. Frost. Jl p 14  
How to stick to an agenda in church council meetings. Allen W. Graves. Je p 36  
Seeing the whole picture. Craig Ratliff. D p 18  
A vacation conspiracy. Andrew M. Hall. Ag p 34  
Where the buck ends! Craig Skinner. D p 24  
**Communication**  
What kind of spokesman are you? Gomer R. Lesch. My p 10  
**Motivation**  
Are you doing things or ministering to people? William J. Beshears. Ap p 26  
Don't bury their talent . . . bank it! Carol Leff. D p 12  
How to develop responsible leaders. Craig Skinner. Jl p 20  
Motivating the volunteer worker. John H. Boyle. Jl p 22  
Motivation—an inside job. James E. Fitch. O p 22  
Why pastors get gray! Leland C. May. O p 35  
**Personal development**  
The care of miracles. Leora Wilber Houston. D p 15  
Good decision-makers aren't born that way. Elmer Leslie Gray. Mr p 4  
A grand memory for forgetting. Peggy Norton Rallason. F p 32  
How flexible are you? condensed from *Business Management*. Ag p 18  
Ideas on how to get ideas. W. C. Fields. Jl p 26  
"If at first you do not fail . . ." *Supervisory Management*. Jl p 38  
Ingenuity aids the program. Bob G. Fus-ton. Ap p 33  
Lugging that briefcase home again? Leonard E. Wedel. Mr p 6

Make tension work for you. Charles A. McGlon. My p 22

Make those meetings more worthwhile. Harold P. Zelko. Ja p 29

The power to see ourselves. *Harvard Business Review*. Mr p 12

Relaxation is an art. D p 20

The truth about being too busy. Harvey C. Roys, M.D. My p 30

Well red? or well read? A. Clark Scanlon. My p 29

Without education. L. T. Frederick. O p 39

### Supervision

Make those meetings pay off. B. Y. Auger. Ja p 28

Your image as a leader. R. Lofton Hudson. D p 16

### ARMSTRONG, D. Wade

For deacons: learning the art of cultivative witnessing. Ag p 8

### ASHCRAFT, J. Morris

The biblical concept and ministry of deacons. Mr p 27

### ATKINSON, Ralph C., Jr.

Revolution in the pulpit. Jl p 5

### AUDIO-VISUALS

Now hear this! Carolyn L. Tobias. Ap p 11

### AUGER, B. Y.

Make those meetings pay off. Ja p 28

### BADGER, David M.

Long-range planning: a way of life. Ag p 22

### BARK, George L.

Deacons are looking for a job. Ja p 35

### BARRINGTON, Louise, and Frank, James

We found a plan that fits our needs. N p 9

### BARRY, James C.

Kindergarten committees. S p 25

### BASS, Anita S.

How to bear up as a pastor's wife . . . and like it! Ja p 16

### BASS, Roy

Wanted: informed trustees. O p 25

### BATES, Richard E.

Brought your janitor up to date? Mr p 16

### BELL, A. Donald

A secretary's ministry of reconciliation. F p 30

What's new in group work? O p 15

### BESHEARS, William J.

Are you doing things or ministering to

people? Ap p 26

Frank opinions about deacon visitation.

Ag p 12

Presenting the plans to the church—we used church business meetings. Jl p 12

### BINGHAM, Robert E.

How to minister to people in apartments. D p 5

Is your church playing favorites? N p 29

### BLOSKAS, John D.

I am a beneficiary of the protection plan.

Ap p 36

"I'm enjoying those retirement checks." Jl p 28

### BOLTON, Robert H.

Resolved: the pillar is a problem. Ap p 19

### BONHAM, Tal D.

Are you prepared for worship? N p 32

### BOOK reviews \*

### BOYD, Bob M.

Church committees need to know . . . how to report to the church. My p 20

### BOYLE, John H.

Motivating the volunteer worker. Jl p 22

### BRADLEY, Martin B.

Is the annual church letter bugging you?

Ag p 24

### BRADLEY, Melvin A.

Frank opinions about deacon visitation.

Ag p 12

### BRANDON, Tom S.

Rotate church committees? O p 23

### BRANTLEY, Rabun L.

Church leaders should know what Baptist colleges offer. Ag p 35

### BRIDGES, Russell E.

Get an early start. My p 32

### BROCKWELL, C. W., Jr.

Blessed is the treasurer. N p 28

### For the pulpit committee: can you answer these questions? Ap p 27

How often should a church council meet? Je p 40

### BROWN, Richmond O.

Posters for 6¢ here's how. Ap p 9

Variety may be your answer. My p 18

### BROWN, William J.

A confession betrayed. Jl p 16

### BURRESS, Patsy

How to plan attractive historical displays. Jl p 36

### BUSINESS Management (condensed)

How flexible are you? Ag p 18

### CANTRELL, Roy

This church tried a different approach to revival visitation. My p 26

### CHANGING Times

How to write a job reference. F p 24

"You mean I'm the publicity chairman?"

Ap p 34

### CHURCH committees

Church committees need to know . . . how to report to the church. Bob M.

Boyd. My p 20

Committees need to know how to gather data. Ray Scroggins. Mr p 20

Criteria for deciding how many committees. William E. Young. S p 6  
We have a training clinic for our church committee chairmen. W. Henry Crouch. S p 12

"Here we go again!" Leonard E. Wedel. Ap p 13

How a church determines its committee needs. Reginald M. McDonough. F p 5

How a committee gets hold of its job. Charles A. Tidwell. S p 8

"How many like Bill's plan?" Leonard E. Wedel. My p 17

Needed: qualified committee members. Elmer Leslie Gray. S p 10

Rotate church committees? Tom S. Brandon. O p 23

Should a pastor select committees? Reginald M. McDonough. Ja p 33

"We just go on and on." Leonard E. Wedel. Ja p 21

What is a committee? Reginald M. McDonough. S p 4

What's new in group work? A. Donald Bell. O p 15

"What's the problem?" Leonard E. Wedel. Je p 33

"What would you like to talk about?" Leonard E. Wedel. F p 25

"Why are we meeting?" Leonard E. Wedel. Jl p 29

"Who invited him?" Leonard E. Wedel. Mr p 39

#### Baptism

Baptism committee. J. Elvin Reeves. S p 37

#### Benevolence

Benevolence committee. J. Elvin Reeves. S p 41

#### Flower

Flower committee. Charles W. Clark. S p 33

#### History

History committee. Davis C. Woolley. S p 35

How to plan attractive historical displays. Patsy Burress. Jl p 36

#### Kindergarten

Kindergarten committee. James C. Barry. S p 25

#### Kitchen

Kitchen committee. Charles W. Clark. S p 29

#### Lord's Supper

Is this your problem? E. Odell Crowe. Ap p 35

Lord's Supper committee. J. Elvin Reeves. S p 39

#### Missions

Missions committee. Fred B. Moseley. S p 19

#### Nominating

Nominating committee. Reginald M. McDonough. S p 13

#### Nursery

Nursery committee. Ada Williams Rutledge. S p 23

#### Personnel

Personnel committee. William E. Young. S p 15

#### Properties

How to make workdays work. Roger Heidelberg. Ap p 31

How to use church property record systems. Flynn T. Harrell. F p 27

Properties committee. William E. Young. S p 17

Questions a church should ask before replacing equipment. Guy S. Durham. F p 26

What a prospective pastor should know about the church. R. Fletcher Royal. My p 34

#### Public relations

Public relations committee. Brooks R. Faulkner. S p 27

#### Pulpit

For the pulpit committee: can you answer these questions? C. W. Brockwell, Jr. Ap p 27

#### Pulpit supply

"Be my guest!" Carr M. Suter. Ap p 20

#### Recreation

Recreation committee. R. Maines Rawls. S p 31

#### Stewardship

Stewardship committee. James V. Lackey. S p 21

#### CHURCH government

Are deacons not church officers? J. Elvin Reeves. O p 20

Do's and don'ts for the able moderator. Wayne Dehoney. O p 36

Getting the church business meeting off the ground. Browning Ware. O p 8

How to be moderately unsuccessful. Doug Dillard. O p 10

How to follow through on church decisions. William J. Krutza. O p 16

How to take adequate minutes. Reginald M. McDonough. Ap p 32

Looked at your constitution lately? Lee H. McCoy. Mr p 18

Wanted: an able moderator. Lewis E. Rhodes. O p 7

Wanted: an efficient clerk. Davis C. Woolley. O p 13

Wanted: informed trustees. Roy Bass. O p 25

What a church constitution can do for a church. Lee H. McCoy. Ja p 12

Where do trustees fit in? Chas. F. Leek. Mr p 22

Your bitter blessings. Dean Goodson. Ap p 25

#### Church clerk

Don't let the minutes get cold. William C. Stockton. O p 14

#### CHURCH policies

Is your church playing favorites? Robert E. Bingham. N p 29

#### CLARK, Charles W.

Checklist for effective church council meetings. Je p 32

The church council provides for ade-

quate communication. Je p 25

Discovering community challenges. Ap p 14

Flower committee. S p 33

Kitehen committee. S p 29

#### CLAYPOOL, John R.

Should a deacon be required to tithe? N p 34

#### CLEVELAND, Earl T.

Frank opinions about deacon visitation. Ag p 12

#### CLINARD, Gordon

A community of reconciliation. Ag p 10

#### COLSON, Howard P.

Eight church actions set the stage. My p 7

#### COMMUNICATION

Baptist press: how it works. Leonard E. Hill. Jl p 34

The church council provides for adequate communication. Charles W. Clark. Je p 25

Hear and be heard—effectively. *Nation's Business*. Ap p 5

How to give oral instructions. *The Office*. Ag p 36

How to goof at speechmaking. Doug Dillard. Ap p 6

Make announcements spiritual? why not? W. Glenn Henderson. Ja p 20

Now hear this! Carolyn L. Tobias. Ap p 11

Posters for 6¢? here's how. Richmond O. Brown. Ap p 9

Say it with letters (part 1). J. Winston Pearce. O p 40

Say it with letters: Thanksgiving letters (part 2). J. Winston Pearce. N p 40

Say it with letters: Christmas letters (part 3). J. Winston Pearce. D p 26

'Takes all kinds. . . . Everett Nelson Dunn. Ag p 39

This PR plan put feet to prayer. William H. Travis. N p 36

Variety may be your answer. Richmond O. Brown. My p 18

You may be fogging up the picture with . . . gobbledegook? Elwyn Raymer. D p 32

"You mean I'm the publicity chairman?" *Changing Times*. Ap p 34

#### COOK, Robert S.

Start with 2 take away 1. N p 35

#### CORUM, Betty J.

Presenting the plans to the church—we used organization meetings. Jl p 12

#### CRAVEN, John H.

Ways churches can minister to servicemen. Ja p 23

#### CROUCH, W. Henry

We have a training clinic for our church committee chairmen. S p 12

#### CROWDER, Rowland E.

Raise cash before borrowing. D p 30

#### CROWE, J. M.

Are you placing your treasurer in an untenable position? O p 18

How to keep your balance. N p 6

**CROWE, Jimmy P.**

You can train a church council. Je p 14

**CROWE, Odell**

Is this your problem? Ap p 35

**DEACONS**

Are deacons not church officers? J. Elvin Reeves. O p 20

The biblical concept and ministry of deacons. J. Morris Ashcraft. Mr p 27  
A community of reconciliation. Gordon Clinard. Ag p 10

Deacons are looking for a job. George L. Bark. Ja p 35

Deacons share the pastor's concern. Howard B. Foshee. Ag p 5

For deacons: learning the art of cultivate witnessing. D. Wade Armstrong. Ag p 8

Frank opinions about deacon visitation. Ag p 12

How deacons organize to get the job done. J. Elvin Reeves. Ag p 6

How to use this issue. Ag p 4

I discovered the real meaning of ministering. Peter J. Hampton. My p 15  
I share in his ministry. Clarence E. Dunnigan. Ag p 14

I share in my ministry. James G. Harris. Ag p 14

I want some deacons. James F. Kirkendall. Ja p 18

Our deacons are on the move. William Self. Ag p 28

Resources for deacons. J. Elvin Reeves. Ag p 17

Should a deacon be required to tithe? John R. Claypool. N p 34

The theology of ordination. William A. Mueller. My p 33

We get real mileage from church administration. R. L. Lanier. Mr p 20

**DEHONEY, Wayne**

Do's and don't's for the able moderator. O p 36

**DICKSON, Elaine**

The church council reviews and coordinates plans and actions. Je p 22

**DILLARD, Douglas**

How to be moderately unsuccessful. O p 10

How to foul up a church council. Je p 8

How to goof at speechmaking. Ap p 6  
Why not try a budget fair? N p 12

**DOBBINS, Gaines S.**

The church council grew out of a need. Je p 10

**DOZIER, Benjamin H.**

The handling and use of church funds.

N p 5

**DUNCAN, Clarence E.**

Frank opinions about deacon visitation. Ag p 12

I share in his ministry. Ag p 14

**DUNN, Everett Nelson**

'Takes all kinds. . . . Ag p 39

**DURHAM, Guy S.**

Questions a church should ask before replacing equipment. F p 26

**ELKINS, Cliff**

What do you mean budget control? N p 16

**ELLIS, Eileen**

A nurse speaks out about hospital visiting. Jl p 31

**EVANS, Van H.**

Why you should use volunteer help. Mr p 10

**FACILITIES**

Brought your janitor up to date? Richard E. Bates. Mr p 16

How to make workdays work. Roger Heidelberg. Ap p 31

How to train equipment operators. Carolyn L. Tobias. F p 28

How to use church property record systems. Flynn T. Harrell. F p 27

Questions a church should ask before replacing equipment. Guy S. Durham. F p 26

A triple threat to dirty walls. *Institutions Magazine*. Ja p 38

**FAULKNER, Brooks R.**

Public relations committee. S p 27

**FERGUSON, Milton**

Make your preaching relevant. F p 18

**FIELDS, W. C.**

Ideas on how to get ideas. Jl p 26

**FINANCING**

Are you placing your treasurer in an untenable position? J. M. Crowe. O p 18

Blessed is the treasurer. C. W. Brockwell, Jr. N p 28

Financial reports should say something. James P. Guenther. N p 30

The handling and use of church funds. Benjamin H. Dozier. N p 5

How to keep your balance. J. M. Crowe. N p 6

How to know when not to borrow. Charles N. Millican and William G. Modrow. My p 27

Raise cash before borrowing. Rowland E. Crowder. D p 30

Should a deacon be required to tithe? John R. Claypool. N p 34

Should your church consider data pro-

cessing? George S. Thompson. N p 10

Wanted: a dedicated treasurer. William E. Young. O p 17

We found a plan that fits our needs. James Frank and Louise Barrington. N p 9

What to do with monies received in the church office. Idus V. Owensby. N p 8

**Budget**

Are you guilty of deficit spending? Idus V. Owensby. N p 24

Budgets don't always say what budgets mean. William E. Young. Ja p 36

What do you mean budget control? Cliff Elkins. N p 16

Why not try a budget fair? Doug Dillard. N p 12

**FITCH, James E.**

Motivation—an inside job. O p 22

**FORD, J. T.**

"This is your program, you run it!" F p 36

What planning can do for your preaching. Ag p 32

**FOSHEE, Howard B.**

The church council evaluates program achievements. Je p 26

Deacons share the pastor's concern. Ag p 5

What a church council can do for your church. Je p 4

**FRAME, James**

Frank opinions about deacon visitation. Ag p 12

**FRANCIS, Thomas H.**

It's there, even if you don't recognize it. Je p 34

**FRANK, James and Barrington, Louise**

We found a plan that fits our needs. N p 9

**FREDERICK, L. T.**

Without education. O p 39

**FROMM, Norman**

Who manages the church office? F p 40

**FROST, James E.**

How to provide leadership for church advance. Jl p 14

**FUSTON, Bob G.**

Ingenuity aids the program. Ap p 33

**GOODSON, Dean**

Financial secretary. N p 27

The interim secretary. F p 10

10 ways to welcome the pastor . . . with discretion. D p 22

Your bitter blessings. Ap p 25

- GRAVES, Allen W.**  
How to stick to an agenda in church council meetings. Je p 36
- GRAY, Elmer Leslie**  
Church organization grows out of a need. O p 5  
Good decision-makers aren't born that way. Mr p 4  
Needed: qualified committee members. S p 10
- GUENTHER, James P.**  
Financial reports should say something. N p 30
- HALL, Andrew M.**  
A vacation conspiracy. Ag p 34
- HAMILTON, Todd C.**  
I've got my job in better perspective since reading CHURCH ADMINISTRATION. F p 13
- HAMPTON, Peter J.**  
I discovered the real meaning of ministering. My p 15
- HARDY, John S.**  
Ways churches can minister to servicemen. Ja p 22
- HARRELL, D. K.**  
Frank opinions about deacon visitation. Ag p 12
- HARRELL, Flynn T.**  
How to use church property record systems. F p 27  
A purchasing officer by any other name. N p 20
- HARRIS, James G.**  
I share my ministry. Ag p 14
- HARVARD Business Review**  
The power to see ourselves. Mr p 12
- HATFIELD, Lawson**  
How to involve people in programming. Jl p 8
- HAVLIK, John F.**  
What do you mean "strategy"? Je p 29
- HAYES, C. Kenneth**  
Frank opinions about deacon visitation. Ag p 12
- HEIDELBERG, Roger**  
How to make workdays work. Ap p 31
- HENDERSON, W. Glenn**  
Make announcements spiritual? why not? Ja p 20
- HILL, Leonard E.**  
Baptist press: how it works. Jl p 34
- HOFMEISTER, Kenton**  
Do people remember what you say? Ap p 8
- HOSKINS, John W.**  
Are you listening? F p 22
- HOSKINS, Lucy R.**  
Visiting hours 2:00 to 4:00. N p 19
- HOUSTON, Leora Wilber**  
The care of miracles. D p 15
- HOWSE, W. L.**  
A church fulfilling its mission. Mr p 30  
A correlated church curriculum. My p 4  
The Life and Work Curriculum. F p 10  
Pastor, how do your church leaders see their jobs? Ag p 29
- HUDSON, R. Lofton**  
Your image as a leader. D p 16
- HUMPHREY, David L.**  
Frank opinions about deacon visitation. Ag p 12
- INSTITUTIONS Magazine**  
A triple threat to dirty walls. Ja p 38
- JAUNCEY, James H.**  
Watch for the glassy stare . . . it may be telling you something about . . . your sermon preparation. D p 24
- JENNINGS, Roy**  
The church council reviews and reports on use of resources. Je p 24
- JOHNSTON, Eunice Edmundson**  
Open doors. Ap p 4
- JORDHEIM, Anne, R.N.**  
An usher wears more than one hat. N p 18
- KIRKENDALL, James F.**  
I want some deacons. Ja p 18
- KRUTZA, William J.**  
How to follow through on church decisions. O p 16  
When people say no in the church. D p 19
- LACKEY, James V.**  
Stewardship committee. S p 21
- LANIER, R. L.**  
We get real mileage from CHURCH ADMINISTRATION. Mr p 20
- LAUER, Robert H.**  
Do you dare evaluate your worship service? D p 11
- LAUX, Edward E.**  
Guidelines for training church officers.
- O p 28**
- LEEK, Chas. F.**  
Where do trustees fit in? Mr p 22
- LEEFF, Carol**  
Don't bury their talent . . . bank it! D p 12
- LESCH, Gomer R.**  
Wanted: concerned ushers. O p 21  
What kind of spokesman are you? My p 10
- LEVINSON, Harry**  
Why women work (part 1). *Think Magazine*. Mr p 33  
Why women work (part 2). *Think Magazine*. Ap p 28
- LIFE and Work Curriculum**  
Christians with purpose. Charles A. Tidwell. My p 8  
The Life and Work Curriculum. W. L. Howse. F p 10  
Start with 2 take away 1. Robert S. Cook. N p 35
- LOVELACE, Austin C.**  
Music is proclaiming. My p 37
- MC COY, Lee H.**  
Looked at your constitution lately? My p 18  
What a church constitution can do for a church. Ja p 12
- McDONOUGH, Reginald M.**  
The church council develops and recommends strategies. Je p 21  
Have you tapped your volunteer potential? F p 6  
How a church determines its committee needs. F p 5  
How to take adequate minutes. Ap p 32  
How to use this issue to train church council members. Je p 18  
Is your lack of planning telling on you? Ja p 9  
Nominating committee. S p 13  
Should a pastor select committees? Ja p 33  
You asked for improvement . . . here it is! Jl p 10  
What is a committee? S p 4
- McGEE, L. L. and Young, Richard K.**  
Baptist hospitals offer pastoral care training. My p 12
- MCGLON, Charles A.**  
Make tension work for you. My p 22
- MADDEN, Myron C.**  
Church leaders can minister through grief. F p 14
- MANAGEMENT Review**

The "effective" executive: what qualities make the difference? F p 7  
Take a look at your filing system. Jl p 32

**MAY, Leland C.**  
Why pastors get gray! O p 35

**MERRITT, Jean**  
The church secretary: secretary of the church council? Je p 31  
Office hints \*

**MILLER, Edith Dobell**  
This church proclaimed without even knowing it. Ja p 26

**MILLCAN, Charles N., and Modrow, William C.**  
How to know when not to borrow. My p 27

**MILLS, Ronald and Patricia**  
An installation service for church officers. O p 27

**MINISTRY**  
I don't go to church every time the doors open. Betty Magee Poor. My p 13

**MODROW, William G., and Millican, Charles N.**  
How to know when not to borrow. My p 27

**MORRIS, H. H.**  
Is the welcome wagon outdoing us? D p 9

**MOSELEY, Fred B.**  
Missions committee. S p 19

**MUELLER, William A.**  
The theology of ordination. My p 33

**NATION'S Business**  
Hear and be heard—effectively. Ap p 5  
Preview of change from now to 1980. Ja p 5

**OATES, Wayne E.**  
The alcoholic needs a doctor (part 4). N p 38  
Current attitudes toward the alcoholic (part 2). Ag p 21  
Helping the wives of alcoholics (part 3). O p 32  
How Alcoholics Anonymous helps the alcoholic (part 5). D p 34  
What is alcoholism? (part 1). Jl p 24

**THE Office**  
How to give oral instructions. Ag p 36

**OFFICE hints \***

**OFFICE Management**  
Take a look at your filing system. *Management Review*. Jl p 32

Who manages the church office? Norman Fromm. F p 40

#### ORGANIZATION

The church council functions . . . in the absence of the pastor. Gordon H. Sather. Ap p 30  
The church council grew out of a need. Gaines S. Dobbins. Je p 10  
Church organization grows out of a need. Elmer Leslie Gray. O p 5  
How the church council relates to other church groups. William E. Young. Je p 16  
I wouldn't be without a church council. Ernest O. White. Je p 12  
Job description for the church council chairman. J. Elvin Reeves. Je p 12  
Want a church council? here's how. Charles A. Tidwell. Je p 6  
What is the SBC Organization Manual? Theo Sommerkamp. Mr p 42

**OWENSBY, Idus V.**  
Are you guilty of deficit spending? N p 24  
What to do with monies received in the church office. N p 8

**PASTORAL ministries**  
Baptist hospitals offer pastoral care training. Richard K. Young and L. L. McGee. My p 12  
A community of reconciliation. Gordon Clinard. Ag p 10  
Deacons share the pastor's concern. Howard B. Foshee. Ag p 5  
Do people remember what you say? Kenton Hofmeister. Ap p 8  
Do you dare evaluate your worship service? Robert H. Lauer. D p 11  
How a hospital chaplain can aid the pastor. Ray E. Prager. Jl p 30  
How to establish an action-oriented education program. Charles A. Tidwell. Je p 38

I discovered the real meaning of ministering. Peter J. Hampton. My p 15  
I share in his ministry. Clarence E. Duncan. Ag p 14  
I share my ministry. James G. Harris. Ag p 14  
A nurse speaks out about hospital visiting. Eileen Ellis. Jl p 31  
Open doors. Eunice Edmundson Johnston. Ap p 4  
Our ministry to the mentally retarded. Joe H. Tuten. Ap p 22  
Pastor: leader of worship (part 6). V. L. Stanfield. Ja p 14  
Say it with letters (part 1). J. Winston Pearce. O p 40  
Say it with letters—Christmas letters (part 3). J. Winston Pearce. D p 26  
Say it with letters—Thanksgiving letters (part 2). J. Winston Pearce. N p 40  
Using the layman in the pulpit ministry. E. Hermond Westmoreland. Mr

p 36  
Ways churches can minister to servicemen. John S. Hardy. Ja p 22  
What a prospective pastor should know about a church. R. Fletcher Royal. My p 34

What planning can do for your preaching. J. T. Ford. Ag p 32  
Counseling

The alcoholic needs a doctor (part 4). Wayne E. Oates. N p 38  
Church leaders should know what Baptist colleges offer. Rabun L. Brantley. Ag p 35  
Current attitudes toward the alcoholic (part 2). Wayne E. Oates. Ag p 21  
Helping the wives of alcoholics (part 3). Wayne E. Oates. O p 32  
How Alcoholics Anonymous helps the alcoholic (part 5). Wayne E. Oates. D p 34  
What is alcoholism? (part 1). Wayne E. Oates. Jl p 24  
Proclaiming

Make your preaching relevant. Milton Ferguson. F p 18  
Music is proclaiming. Austin C. Lovelace. My p 37  
This church tried a different approach to revival visitation. Roy Cantrell. My p 26  
Watch for the glassy stare . . . it may be telling you something about . . . your sermon preparation. James H. Jauncey. D p 24

**PEARCE, J. Winston**  
Say it with letters (part 1). O p 40  
Say it with letters—Christmas letters (part 3). D p 26  
Say it with letters: Thanksgiving letters (part 2). N p 40

**POOR, Betty Magee**  
I don't go to church every time the doors open. My p 13

**PRAGER, Ray E.**  
How a hospital chaplain can aid the pastor. Jl p 30

**PRICE, Bruce H.**  
But the call never came. . . . Ag p 15

**PROGRAMMING**  
Are you doing things or ministering to people? William J. Beshears. Ap p 26  
Checklist for effective church council meetings. Charles W. Clark. Je p 32  
The church council develops and recommends strategies. Reginald M. McDonough. Je p 21  
The church council drafts objectives and goals. William E. Young. Je p 19  
The church council evaluates program achievements. Howard B. Foshee. Je p 26  
The church council functions . . . in the

- absence of the pastor. Gordon H. Sather. Ap p 30
- The church council grew out of a need. Gaines S. Dobbins. Je p 10
- The church council provides for adequate communication. Charles W. Clark. Je p 25
- The church council reviews and coordinates plans and actions. Elaine Dickson. Je p 22
- The church council reviews and reports on use of resources. Roy Jennings. Je p 24
- A church fulfilling its mission. W. L. Howse. Mr p 30
- A church must choose. W. O. Thomason. F p 16
- The church secretary: secretary of the church council? Jean Merritt. Je p 31
- A correlated church curriculum. W. L. Howse. My p 4
- Discovering community challenges. Charles W. Clark. Ap p 14
- Eight church actions set the stage. Howard P. Colson. My p 7
- How often should a church council meet? C. W. Brockwell, Jr. Je p 40
- How the church council relates to other church groups. William E. Young. Je p 16
- How to establish an action-oriented education program. Charles A. Tidwell. Je p 38
- How to evaluate base operations in your educational program. Charles A. Tidwell. Jl p 17
- How to foul up a church council. Douglas Dillard. Je p 8
- How to involve people in programming. Lawson Hatfield. Jl p 8
- How to minister to people in apartments. Robert E. Bingham. D p 5
- How to plan for revival. J. Elvin Reeves. Ja p 10
- How to provide leadership for church advance. James E. Frost. Jl p 14
- How to stick to an agenda in church council meetings. Allen W. Graves. Je p 36
- How to use this issue to train church council members. Reginald M. McDonough. Je p 18
- I don't go to church every time the doors open. Betty Magee Poor. My p 13
- I wouldn't be without a church council. Ernest O. White. Je p 12
- Is the welcome wagon outdoing us? H. H. Morris. D p 9
- Is your lack of planning telling on you? Reginald M. McDonough. Ja p 9
- It's there, even if you don't recognize it. Thomas H. Francis. Je p 34
- Keeping a jump ahead of the planners. DeLane M. Ryals. D p 6
- Long-range planning: a way of life. David M. Badger. Ag p 22
- Objectives should reflect congregational opinion. J. Elvin Reeves. Mr p 16
- Our ministry to the mentally retarded. Joe H. Tuten. Ap p 22
- Plan ahead for audio-visual presentations. Carolyn L. Tobias. Mr p 25
- Plan for church advance. Harold G. Sanders. Je p 30
- Planning must be flexible. William E. Young. My p 16
- Presenting the plans to the church—we used church business meetings. William J. Beshears. Jl p 12
- Presenting the plans to the church—we used organizational meetings. Betty J. Corum. Jl p 12
- Preview of change from now to 1980. *Nation's Business*. Ja p 5
- Revolution in the pulpit. Ralph C. Atkinson, Jr. Jl p 5
- This church proclaimed without even knowing it. Edith Dobell Miller. Ja p 26
- "This is your program, you run it!" J. T. Ford. F p 36
- Want a church council? here's how. Charles A. Tidwell. Je p 6
- Ways churches can minister to servicemen. John H. Craven. Ja p 23
- We prepared the people for church programming. R. Grady Snowden, Jr. Jl p 8
- What a church council can do for your church. Howard B. Foshee. Je p 4
- What can objectives do for my church? Charles A. Tidwell. F p 12
- What do you mean "strategy"? John F. Havlik. Je p 29
- You asked for improvement . . . here it is! Reginald M. McDonough. Jl p 10
- You can train a church council. Jimmy P. Crowe. Je p 14
- RALLASON, Peggy Norton**  
A grand memory for forgetting. F p 32
- RATLIFF, Craig**  
Seeing the whole picture. D p 18
- RAWLS, R. Maines**  
Recreation committee. S p 31
- RAY, Rayburn W.**  
Danger: men at worship. Ap p 16
- RAYMER, Elwyn**  
You may be fogging up the picture with . . . gobbledegook? D p 32
- REEVES, J. Elvin**  
Are deacons not church officers? O p 20  
Baptism committee. S p 37  
Benevolence committee. S p 41  
How deacons organize to get the job done. Ag p 6  
How to plan for revival. Ja p 10  
Job description for the church council chairman. Je p 12  
Lord's Supper committee. S p 39
- Objectives should reflect congregational opinion. Mr p 16  
Resources for deacons. Ag p 17
- RHODES, Lewis E.**  
Wanted: an able moderator. O p 7
- ROYAL, R. Fletcher**  
What a prospective pastor should know about a church. My p 34
- ROYS, Harvey C.**  
The truth about being too busy. My p 30
- RUTLEDGE, Ada Williams**  
Nursery committee. S p 23
- RYALS, DeLane M.**  
Keeping a jump ahead of the planners. D p 6
- SANDERS, Harold G.**  
Plan for church advance. Je p 30
- SATHER, Gordon H.**  
The church council functions . . . in the absence of the pastor. Ap p 30
- SCANLON, A. Clark**  
Well red? or well read? My p 29
- SCROGGINS, Ray**  
Committees need to know how to gather data. Mr p 20
- SELF, William**  
Our deacons are on the move. Ag p 28
- SKINNER, Craig**  
How to develop responsible leaders. Jl p 20  
Where the buck ends! D p 24
- SNOWDEN, R. Grady, Jr.**  
We prepared the people for church programming. Jl p 8
- SOMMERKAMP, Theo**  
What is the SBC Organization Manual? Mr p 42
- SPENCER, Paul H.**  
Do you need a pro to audit church books? N p 22
- STAFFING**  
Church leaders can minister through grief. Myron C. Madden. F p 14  
Church leaders should understand the role of the pastor's wife. F p 20  
The church secretary: secretary of the church council? Jean Merritt. Je p 31  
How to bear up as a pastor's wife . . . and like it! Anita S. Bass. Ja p 16  
How to give oral instructions. *The Office*. Ag p 36  
The interim secretary. Dean Goodson. F p 10

### Vocational

Brought your janitor up to date? Richard E. Bates. Mr p 16  
But the call never came. . . . Bruce H. Price. Ag p 16  
Financial secretary. Dean Goodson. N p 27  
How to write a job reference. *Changing Times*. F p 24  
I am a beneficiary of the protection plan. As told to John D. Bloskas. Ap p 36  
"I'm enjoying those retirement checks." John D. Bloskas. Jl p 28  
Is your church playing favorites? Robert E. Bingham. N p 29  
I've got my job in better perspective since reading *CHURCH ADMINISTRATION*. Todd C. Hamilton. F p 13  
Lugging that briefcase home again? Leonard E. Wedel. Mr p 6  
A secretary's ministry of reconciliation. A. Donald Bell. F p 30  
Takes all kinds. . . . Everett Nelson Dunn. Ag p 39  
10 ways to welcome the pastor . . . with discretion. Dean Goodson. D p 22  
Why women work (part 1). *Think Magazine*. Mr p 33  
Why women work (part 2). *Think Magazine* Ap p 28  
Volunteer  
Are you placing your treasurer in an untenable position? J. M. Crowe. O p 18  
Blessed is the treasurer. C. W. Brockwell, Jr. N p 28  
Do you need a pro to audit church books? Paul H. Spencer. N p 22  
Do's and don't's for the able moderator. Wayne Dehoney. O p 36  
Guidelines for training church officers. Edward E. Laux. O p 28  
Have you tapped your volunteer potential? Reginald M. McDonough. F p 6  
An installation service for church officers. Ronald and Patricia Mills. O p 27  
Is the annual church letter bugging you? Martin B. Bradley. Ag p 24  
Job description for the church council chairman. J. Elvin Reeves. Je p 12  
Let's take another look at the question: should church leaders become specialists? Rollin V. Wildin. Ap p 18  
Motivating the volunteer worker. John H. Boyle. Jl p 22  
Pastor, how do your church leaders see their jobs? W. L. Howse. Ag p 29  
A purchasing officer by any other name. Flynn T. Harrell. N p 20  
Resolved: the pillar is a problem. Robert H. Bolton. Ap p 19  
An usher wears more than one hat. Anne Jordheim, R.N. N p 18  
Visiting Hours 2:00 to 4:00. Lucy R. Hoskins. N p 19  
Wanted: an efficient clerk. Davis C. Woolley. O p 13

Wanted: concerned ushers. Gomer R. Lesch. O p 21  
Wanted: informed trustees. Roy Bass. O p 25

We get real mileage from *CHURCH ADMINISTRATION*. R. L. Lanier. Mr p 20  
When people say no in the church.

William J. Krutzka. D p 19

Why you should use volunteer help. Van H. Evans. Mr p 10

You can train a church council. Jimmy P. Crowe. Je p 14

### STANFIELD, V. L.

Pastor: leader of worship (part 6). Ja p 14

### STOCKTON, William C.

Don't let the minutes get cold. O p 14

### SUPERVISORY Management

"If at first you do not fail. . . ." Jl p 38

### SUTER, Carr M.

"Be my guest!" Ap p 20

### THINK Magazine

Why women work (part 1). Harry Levinson. Mr p 33

Why women work (part 2). Harry Levinson. Ap p 28

### THOMASON, W. O.

A church must choose. F p 16

### THOMPSON, George S.

Should your church consider data processing? N p 10

### TIDWELL, Charles A.

Christians with purpose. My p 8  
How a committee gets hold of its job. S p 8

How to establish an action-oriented education program. Je p 38

How to evaluate base operations in your educational program. Jl p 17

Want a church council? here's how. Je p 6

What can objectives do for my church? F p 12

### TOBIAS, Carolyn L.

How to train equipment operators. F p 28

Now hear this! Ap p 11

Plan ahead for audio-visual presentations. Mr p 25

### TRAVIS, William H.

This pr plan put feet to prayer. N p 36

### TUTEN, Joe H.

Our ministry to the mentally retarded. Ap p 22

### WAHKING, Harold L.

Church leaders should understand the

role of the pastor's wife. F p 20

### WARE, Browning

Getting the church business meeting off the ground. O p 8

### WEDEL, Leonard E.

"Here we go again!" Ap p 13

"How many like Bill's plan?" My p 17

Lugging that briefcase home again? Mr p 6

"We just go on and on." Ja p 21

"What's the problem?" Je p 33

"What would you like to talk about?" F p 25

"Who invited him?" Mr p 39

"Why are we meeting?" Jl p 29

### WESTMORELAND, E. Hermond

Using the layman in the pulpit ministry. Mr p 36

### WHITE, Ernest O.

Frank opinions about deacon visitation. Ag p 12

I wouldn't be without a church council. Je p 12

### WILDIN, Rollin V.

Let's take another look at the question: should church leaders become specialists? Ap p 18

### WOOLLEY, Davis C.

History committee. S p 35

Wanted: an efficient clerk. O p 13

### WORSHIP

Are you prepared for worship? Tal D. Bonham. N p 32

Danger: men at worship. Rayburn W. Ray. Ap p 16

### YOUNG, Richard K., and McGee, L. L.

Baptist hospitals offer pastoral care training. My p 12

### YOUNG, Robert A.

Frank opinions about deacon visitation. Ag p 12

### YOUNG, William E.

Budgets don't always say what budgets mean. Ja p 36

The church council drafts objectives and goals. Je p 19

Criteria for deciding how many committees. S p 6

How the church council relates to other church groups. Je p 16

Personnel committee. S p 15

Planning must be flexible. My p 16

Properties committee. S p 17

Wanted: a dedicated treasurer. O p 17

### ZELKO, Harold P.

Make those meetings more worthwhile. Ja p 29

